

**FISCAL YEAR 2024-25 ANNUAL WORK PROGRAM  
PLANNING AND ENVIRONMENTAL REVIEW  
DEPARTMENT**



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PLANNING AND ENVIRONMENTAL REVIEW DEPARTMENT**

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## **EXECUTIVE SUMMARY**

### **Introduction and Purpose**

This FY 2024-25 Annual Work Program summarizes projects and programs proposed for the Planning and Environmental Review Department for the upcoming fiscal year, considering both ongoing, existing commitments and potential new projects. It is intended to provide the City Council with an overview of the current work of the Department and an opportunity to consider and give direction concerning the Department's future work. The Annual Work Program creates a regular mechanism for Council to share ideas for new work efforts and discuss the Department's work priorities. It encompasses the work of the two main Divisions, the Advance Planning Division and the Current Planning Division, as well as the Department's Sustainability and Affordable Housing Implementation Programs and the Administration Division. Because the focus is on discretionary work, the Annual Work Program does not include Building & Safety Services, which are currently contracted out to Willdan based on building permits processed and not discretionary.

The Annual Work Program considers how the work of the Planning and Environmental Review Department proposed for the upcoming year will support the City's Mission Statement and Core Values, as articulated in the City's Strategic Plan. It furthermore is intended to serve as a basis for budget plan development.

In addition to full-time staff, the Department relies on consultants and contracted services to assist in its work. The Annual Work Program shows estimates of consultant cost by project, program, Division and the Department as a whole. Consultant time and cost estimates are in addition to full-time staff. Staff has attempted to estimate the value of the consultant services in terms of staff equivalents to demonstrate the value of such services. Full Time Equivalents (FTE) for consultant/contract staff assistance are estimated based on cost estimates by Division/Program using average hourly rates. For purposes of FTE equivalency calculations, consultant costs are based on fiscal year expenditures, where possible. Where not available, consultant contract totals are used.

### **Department Staffing and Organizational Structure**

#### ***Recent Changes***

The PER Department is now fully staffed. In the current fiscal year, the Department was able to fill the following vacant positions: Supervising Senior Planner (internal promotion), Senior Planner and Assistant Planner (new position) in the Advance Planning Division. In the Administrative Division, the Department also filled the newly created Commission Clerk position.

## ***Current Staffing***

Available staff capacity is a fundamental constraint on the work that the Planning and Environmental Review Department can undertake at any given time. Many projects are multi-year efforts, which are still in process and require a continued commitment of resources. Taking on new projects is possible only to the extent that staff capacity becomes available through the completion of existing commitments or new staffing resources are dedicated.

As a basic principle, the Annual Work Program seeks to utilize City staff fully first and to rely on consultants and contract planning services only when City staff capacity is completely committed. The Annual Work Program also recognizes that use of consultants and contractors may be appropriate to meet workload demands generated by projects of a one-time or short-term nature that exceed available capacity of full-time City staff. The use of outside consultants to assist the Department is constrained by Department budget and also by the finite capacity of managers to manage consultant work in addition to full-time staff.

The Annual Work Program is preliminary to the City's two-year budget plan adoption. It assumes a total of 20.50 full-time equivalent positions (FTEs) available, consisting of 4.0 FTEs in Advance Planning, 10.50 FTEs in Current Planning, 2.0 FTEs in the Sustainability Program, 1.0 FTE in the Affordable Housing Implementation Program and 3.0 FTE in the Administration Division. In addition to full-time staff, the Department is supported by consultant and contract services. The summary below does not count interns or fellowship program participants.

The Planning and Environmental Review Department staff is currently organized into six main divisions as follows: Advance Planning, Current Planning, Building & Safety, Sustainability, Affordable Housing Implementation and Administration.

### Advance Planning

FULL-TIME POSITIONS	FULL-TIME EQUIVALENT (FTE)
Advance Planning Manager	1.0
Supervising Senior Planner	1.0
Assistant Planner	2.0
<b>TOTAL FTEs</b>	<b>4.0</b>

CONSULTANT / CONTRACT SERVICES	
Consultant – RRM	Title 17 Zoning and Local Coastal Program support services
Consultant – Robert Brown Engineers	Ellwood Onshore Facility, and Platform Holly onshore facilities inspection and monitoring services.
Consultant - JDL Mapping	GIS data and mapping services
Consultant - ICF	General Plan technical editing and formatting services
Consultant - Storrer Environmental Services	Environmental monitoring and compliance services for oil and gas projects, beach hazards removal monitoring and other projects as needed
Consultant – Johnson Aviation	Aviation consulting services for Airport impact analysis and planning document review
Veronica Tam and Associates	Housing policy and planning services
Consultant - CSI Magnet	Permit Tracking System

**Current Planning**

<b>FULL-TIME POSITIONS</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>
Current Planning Manager	1.0
Supervising Senior Planners	2.0
Senior Planner	1.0
Assistant-Associate Planners	3.0
Planning Technician	1.0
Code Compliance Officer	2.0
Office Assistant	0.5
<b>TOTAL FTEs</b>	<b>10.5</b>

<b>CONTRACT SERVICES</b>
Contract Services - Ordinance work only
Contract Services - Project Planning (various)

**Building & Safety**

The employees listed below work for Willdan, a consultant that provides Building and Safety Services under contract to the City.

<b>CONTRACTED FULL-TIME POSITIONS (WILLDAN)</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>
Building Official	1.0
Building Inspector	1.0
Building Technician	1.5
Assistant Plan Checker	1.0
<b>TOTAL EFFECTIVE FTEs</b>	<b>4.5</b>

**Sustainability Program**

<b>FULL-TIME POSITIONS</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>
Sustainability Manager	1.0
Sustainability Management Analyst	1.0
<b>TOTAL EFFECTIVE FTEs</b>	<b>2.0</b>

**Affordable Housing Implementation**

<b>FULL-TIME POSITION</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>
Senior Housing Analyst	1.0
<b>TOTAL EFFECTIVE FTEs</b>	<b>1.0</b>

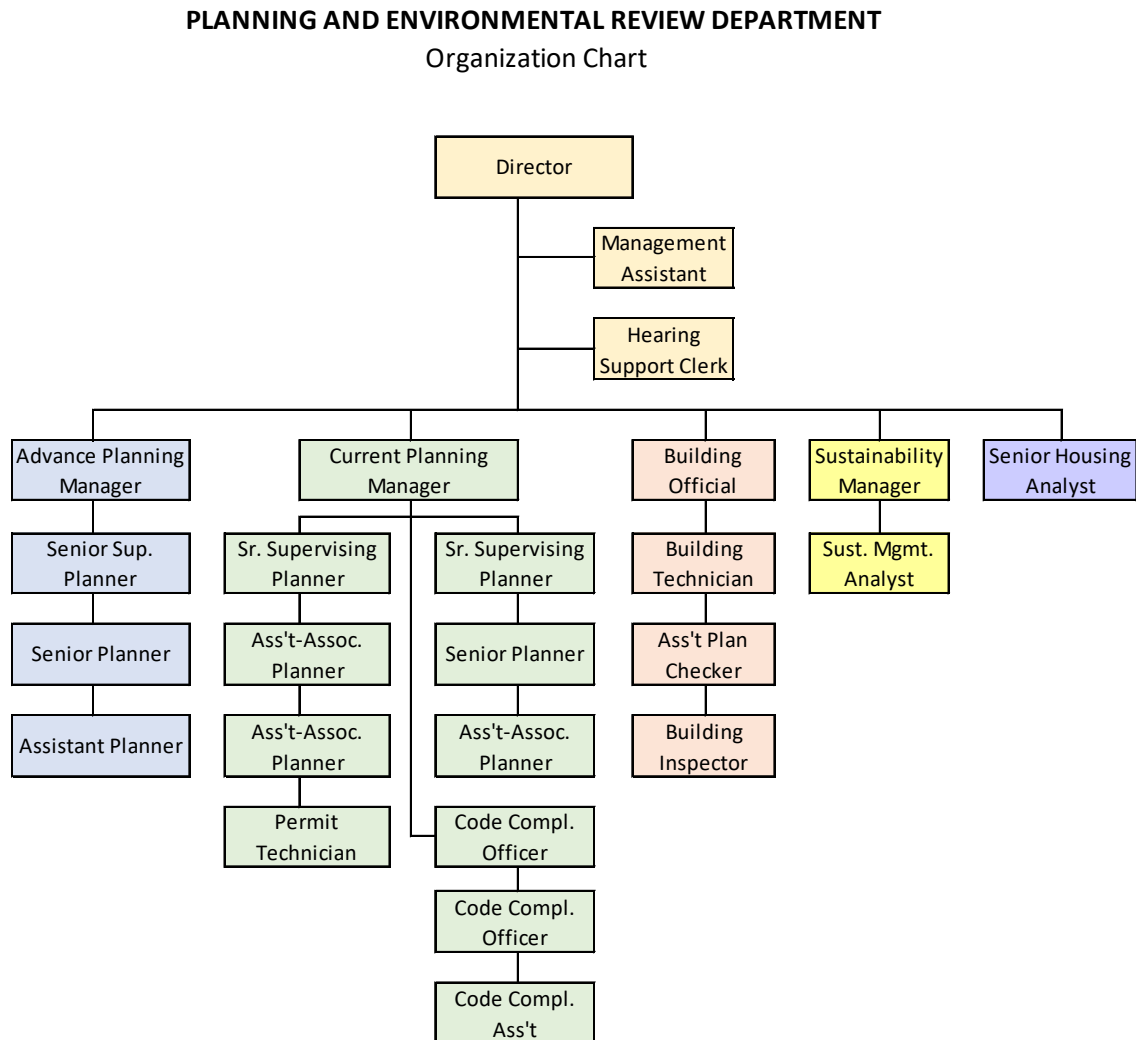
**Department Administration**

<b>FULL-TIME POSITIONS</b>	<b>FULL-TIME EQUIVALENT (FTE)</b>
Department Director	1.0
Management Assistant	1.0
PER Commission Clerk	1.0
<b>TOTAL EFFECTIVE FTEs</b>	<b>3.0</b>

Department Total: 20.5 regular City employees + 4.5 Building & Safety Willdan employees (25 FTE total).

Other contract and consultant services capacity = approximately 4.0 FTE

**Figure 1: Planning and Environmental Review Department Structure**



**Workload Considerations**

The Advance Planning Division continues to be engaged with several important work efforts, including statutorily mandated General Plan and Title 17 amendments and the Local Coastal Program. Following adoption of the 2023-2031 Housing Element, Advance Planning must now complete statutorily mandated implementation actions, and a Safety Element update Open Space Element update, and a new Environmental Justice Element. The Division also oversees Climate Action Plan and Sea Level Rise / Coastal Hazards Adaptation studies as part of the Local Coastal Program land use planning efforts. The Division continues to implement the Beach Hazards Removal Project and to oversee and/or participate in Platform Holly and Ellwood Onshore Facility decommissioning. Division staff participate in regional planning work efforts and comment on other agency project environmental documents, an important role as the City’s neighboring jurisdictions build out, affecting the Goleta community.

The Current Planning Division has seen an uptick in new permit applications, including for a number of large projects. With the lifting of the water moratorium by Goleta Water District and the adoption of the Housing Element, Current Planning expects to receive and begin processing a number of permit applications for new housing projects. We also expect the permitting of the Ellwood Onshore Facility decommissioning and reuse to be a significant project. Progress on the close-out of old permit files continues as staff works on this task while continuing with regular assignments. The new Historic Preservation Commission is now seated and meeting regularly.

The Sustainability Program continues to work through an ambitious list of projects of citywide importance. The Program is focused on the City's Strategic Energy Plan implementation, including installation of electric vehicle charging stations at City Hall, adoption of electric vehicle and building electrification Reach Codes. The program is also implementing the newly adopted plastic pollution reduction ordinance (Plastic Free Goleta), implementing outreach on the Council-approved home solar and battery storage program (Powered Up Goleta), and exploring multiple community programs such as an electric bikeshare pilot program.

The Affordable Housing Implementation Program, in addition to its core responsibilities of managing the existing affordable housing inventory, assuring new affordable unit policy compliance, and administering tenant protection programs, has completed both a formal affordable housing policy framework and a Tenant Protection Ordinance and continues to provide technical assistance to affordable housing projects. Development of a Comprehensive Affordable Housing Finance Plan (CAHFP) is next up.

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## ADVANCE PLANNING DIVISION

### Role of the Division

The Advance Planning Division is primarily responsible for projects and programs to update and implement the City’s General Plan, Local Coastal Program (LCP), Housing Element, and Zoning Regulations. As part of implementing the General Plan and as part of the LCP development, the Division is responsible for the preparation of the Community Wildfire Protection Plan, Climate Action/Resiliency Plan, and Coastal Hazards Adaptation Plan/Sea Level Rise Study. The division oversees energy/oil and gas project planning and geographic information systems / spatial data management. Important responsibilities for this division include addressing and complying with legal planning and zoning mandates, acting as liaison to the Santa Barbara County Association of Governments and other agencies in regional planning efforts, and maintaining current General Plan policy and zoning regulations.

### Projects & Programs

Significant Advance Planning Division accomplishments in 2023-24 are listed in Table 1.

**Table 1. Advance Planning, Key Accomplishments and Project Milestones FY 2023-24**

Project	Status
Adoption of the Housing Element 2023-2031, site rezoning, and certification by the State Housing and Community Development Department (HCD)	Completed
Adoption of General Plan and Title 17 Amendments implementing the Airport Land Use Compatibility Plan (ALUCP)	Completed
General Plan Safety Element Amendments Initiation for the Hazard Mitigation Plan	Completed
2023 General Plan/Coastal Land Use Plan Progress Report and submittal to the State Office of Planning & Research and HCD.	Completed
Measure G Heritage Farmland Initiative and Land Use Element Sub policy LU 7.5 Review with Council	Completed
Adoption of Title 17 Zoning Rounds 4 and 5 Amendments for Housing Element Implementation, Minor Revisions, and State Law Consistency	Completed
Adoption of Objective Design Standards Guidelines	Completed
Monitoring and coordination with State Lands Commission during 421 Pier decommissioning and removal	Completed
Ellwood Onshore Facility Sale, Permitting, and Interagency Coordination	Completed
Beach Hazards Removal activities in coordination with the State Lands Commission	Completed

Municipal Service Review preparation and submittal to the Santa Barbara County Local Agency Formation Commission for Transportation and Parks/Recreation	Completed
Santa Barbara Airport (SBA) Aircraft Noise Reduction Action Coordination	Completed
Review and comment on Airport, County, UCSB projects: SBA Master Plan, SBA Aircraft Noise, Santa Barbara County Ag Enterprise Ordinance and EIR, Santa Barbara County Housing Element and EIR, UCSB Facilities Relocation MND	Completed

The Advance Planning Division expected day-to-day staff responsibilities for FY 2024-25 are listed in Table 2 below.

**Table 2: Advance Planning Division, Day-to-Day Staff Responsibilities for FY 2024-25**

Administrative	
	Interdepartmental coordination and support
	Supervision
	Performance evaluations
	Budgeting
	Grant writing and management
	Contract management
	Other public workshops and outreach
	Respond to public inquiries regarding General Plan, etc.
Required Services	
	Maintain General Plan and Title 17 Zoning Regulations
	General Plan Annual Report (prior to April each year)
	Department of Finance and HCD Annual Housing Survey Forms
	Department of Finance Annual Boundary/Annexation Survey in June each year
	CIP - Required General Plan Conformity Annual Report (prior to Budget Adoption)
	Coordinate and manage GIS System to implement regulations, policies, and maps
	Intergovernmental relations and coordination with State Lands Commission, UCSB, LAFCO, County, City, Airport, and Goleta Water District on projects/future growth and planning issues
	Comment on other agency documents that affect the City
	SBCAG liaison
Energy/Oil and Gas Programs	
	Monitor and coordinate State Lands Commission work at Platform Holly, including EOF decommissioning planning
	Oversee air monitoring station permitting
	Permit and oversee removal of remnant oil and gas beach hazards
	Miscellaneous oil and gas projects

<b>General Plan Amendments</b>	
	Coordinate the initiation and processing of City-initiated GPA's
<b>Zoning Regulations and Ordinances</b>	
	Coordinate Title 17 interpretations, track potential Title 17 revisions, and process amendments

The Advance Planning Division projects for FY 2024-25 are listed in Table 3 below.

**Table 3: Advance Planning Division, Fiscal Year 2024-25 Projects**

<b>Projects</b>	
1	State Law-Required General Plan Amendments – Safety Element, Open Space Element, New Environmental Justice Element/Policies and Title 17 Amendments
2	Local Coastal Program development
3	Implement Required Housing Element Programs (Parking Standards, Beneficial Projects, Underused Housing Stock Research, Local Housing Preference Regulations, Affordable Housing Design Research)
4	STVR Research and Ordinance Amendments

The Advance Planning Division potential long range projects are listed in Table 4 below.

**Table 4: Advance Planning, Long-Range Projects Contingent on Staff Capacity**

5	Title 17 Nighttime Recreations (Outdoor Sports Field) Lighting Amendments
6	Transportation Element Update + Vision Zero
7	Old Town Visioning Process
8	Battery Storage Comprehensive Approach
9	Update Climate Action/Resiliency and Coastal Hazards/Sea Level Rise Plans
10	Tree Protection Ordinance
11	Citywide Design Guidelines
12	South Kellogg Industrial Area Evaluation (LU-IA-6)
13	Revisit General Plan Amendment (GPA) Initiation Process
14	Transfer of Development Rights Ordinance (General Plan LU-IA-5)

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**CURRENT PLANNING DIVISION**

**Role of the Division**

The Current Planning Division has primary responsibility for the processing of permit applications, both ministerial and discretionary, for current development project proposals. It is tasked with carrying out these permit processes in an efficient, fair, consistent, and timely manner, supported by the best currently available technology.

The Current Planning Division has successfully completed the permitting of several high-profile projects this past year. The Historic Preservation Ordinance was adopted in 2022 and implementation is underway with the formation of the City’s Historic Preservation Commission (HPC). The HPC has already review a number of proposed projects involving historic resources.

**Projects & Programs**

Significant Current Planning Division accomplishments in 2023-24 are listed in Table 5:

**Table 5: Current Planning, Key Accomplishments and Project Milestones FY 2023-24**

Projects	Status
Processing of permit applications for numerous development projects. Highlights include the Camino Real Specific Plan Amendment and Medical Office Buildings, the 14-unit Mixed Use Project at 6491 Calle Real; Santa Barbara Humane Campus Renovation; Heritage Ridge condition compliance and Goleta Valley Cottage Hospital Aquatic Center condition compliance.	Completed
Code Compliance implementation and effective resolution of high-profile Zoning Enforcement and Compliance cases.	Completed
Historic Preservation Commission set-up and kick-off	Completed
AB 2234 Post-approval Process Implementation	Completed

The Current Planning Division expected day-to-day staff responsibilities for FY 2024-25 are listed in Table 6 below.

**Table 6: Current Planning Division, Day-to-Day Staff Responsibilities for FY 2024-25**

Required Services/Administrative	
	Design Review Board Secretary
	Historic Preservation Commission Secretary
	Plan and permit scanning
	Magnet Permit Tracking System management
	Supervision
	Performance Evaluations

	Budgeting
Development Services and Project Permitting	
	Project Permitting (Ministerial and Discretionary)
	Code Compliance

The Current Planning Division projects for FY 2024-25 are listed in table 7 below.

**Table 7: Current Planning Division, Fiscal Year 2024-25 Projects**

Projects	
1	Update of CEQA Thresholds of Significance
2	Historic Resources Evaluation, signage and education program

The Current Planning Division potential long range projects are listed in Table 8 below.

**Table 8: Current Planning, Long-Range Projects Contingent on Staff Capacity**

3	Development of a Permit Procedures Manual
4	South Kellogg Industrial Area Compliance Program
5	Story Pole Guidelines/visual sim procedures per GP VH-IA-3

## SUSTAINABILITY PROGRAM

### Role of the Program

The City's Sustainability Program strives to create a healthy, resilient, and sustainable city by addressing a range of special projects and programs intended to further goals of sustainability, especially with respect to renewable energy and climate resiliency.

### Projects & Programs

Key Sustainability Program major accomplishments in 2023-24 are listed in Table 9 below.

**Table 9: Sustainability Program, Key Accomplishments and Project Milestones FY 2023-24**

Projects	Status
Develop EV Reach Code	Projected May 2024
Explore Shared Micro-mobility (Bikeshare) Feasibility	Projected June 2024
Transition Plan to 50% Renewable Energy for Municipal Electricity by 2025	Projected April 2024
City Hall Green Business Re-certification	Completed
Blue Cities Network Certification	Completed
Development of outreach plan and materials to implement Plastic Pollution Reduction Ordinance's associated community outreach	Completed
Home Solar and Battery Storage Citywide PPA Program evaluation & implementation	Completed
EV charging station infrastructure project planning, permitting, RFP process, and securing grant and rebate funding	Completed

The Sustainability Program expected day-to-day staff responsibilities for FY 2024-25 are listed in Table 10 below.

**Table 10: Sustainability Program, Day-to-Day Staff Responsibilities for FY 2024-25**

Administrative	
	Supervision Budgeting City Council Energy/Green Issues Standing Committee Liaison Grant Writing and Management Contract Management RFPs for Sustainability Projects Equitable Outreach through Public Engagement Channels
Projects	
	Participation in Santa Barbara County Regional Climate Collaborative and Central Coast Community Energy work groups
	Staff liaison (Green Business Program & Green Business Program Alliance, Southern California Regional Energy Network, Tri-County Regional Energy Network, Central Coast Sustainability Summit, UCSB Sustainable Transportation Committee)
	State/federal programs (CivicWell National Service Program Partnership, Beacon Program, regulatory updates)
	Statewide and National Membership Participation (Local Government Sustainable Energy Coalition, Green Cities California, Urban Sustainability Directors Network, U.S. Green Building Council)
	Strategic Energy and 100% Renewable Electricity Plan Adoption & Implementation
	Administration of SCE Charge Ready Program grant for electric vehicle charging infrastructure deployment at City Hall (~\$250,000 value)
	Administration of APCD Grants for EV Chargers
	Provide updated information to the public on Electric Vehicles and EV Charger incentives and rebates
	Implementation of Plastic Pollution Reduction Ordinance and associated community outreach (Plastic Free Goleta)
	Implementation and outreach on home solar and battery storage program partnership (Powered Up Goleta)
	Provide updated information to the public on building electrification rebates and incentives
	Provide outreach and education opportunities to the public through tabling events, workshops, and “lunch ‘n learns”

The Sustainability Program projects for FY 2024-25 are listed in Table 11 below.

**Table 11: Sustainability Program, Fiscal Year 2024-25 Projects**

Projects	
1	Implement Construction of City Hall EV Charging Station Project
2	Existing Building Electrification: Develop Permit Fee Waiver Program
3	New Construction Building Electrification: Evaluate Reach Code Options & Policy Development
4	Identify & Pursue City's EV Charging Station Opportunities
5	Evaluate Microgrid and Solar Opportunities and Feasibility at City Facilities (Community Center, City Hall, Library)

The Sustainability potential long-range projects are listed in Table 12 below.

**Table 12: Sustainability Program, Long-Range Projects Contingent on Staff Capacity**

6	Develop Climate Action & Adaptation Plan (including Climate Vulnerability Analysis and Strategic Energy Plan update)
7	GHG Emissions Inventory (community and municipal)
8	Regional Bikeshare
9	Collaborate with Environmental Services on climate change planning as part of Goleta's Creeks and Management Program

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## **AFFORDABLE HOUSING IMPLEMENTATION PROGRAM**

### **Role of the Program**

The Affordable Housing Implementation Program provides dedicated focus on meeting the City's responsibilities with respect to affordable housing. While the Advance Planning Division plans high-level housing policy and how the City should accommodate its share of regional housing needs in the Housing Element, this Program implements housing policy to create and maintain affordable housing units in the City. It also ensures consistent application of and compliance with affordable housing deed restrictions and covenants, and it enforces tenant rights and protections.

In particular, important duties of the Program include (1) managing and monitoring the inventory of existing affordable housing units, including rental housing units, (2) overseeing the creation and sale or rental of new affordable units to assure fair and consistent application of City rules, (3) annually updating: housing in-lieu fee amounts, non-residential affordable housing development impact fee amounts, maximum sale prices for deed-restricted ownership units, and maximum rent amounts for deed-restricted rental units, (4) managing the City's Affordable Housing Trust Fund deposits and expenditures and preparing a Comprehensive Affordable Housing Finance Plan (CAHFP) to guide how funds will be applied to create or preserve below-market units, and (5) enforcing tenant protections, including Fair Housing Act provisions and rental housing mediation.

### **Projects & Programs**

Current projects and required affordable housing implementation services are listed below along with recommendations for potential new projects for the new Division to undertake.

Development and adoption of an Affordable Housing Implementation Policy Resolution was completed in the current fiscal year. This document contains protocols and requirements for the conditioning and monitoring of affordable housing units in the City by covenant, agreement, and deed restriction. The City also adopted a Tenant Protections Urgency Ordinance in December 2023, and we anticipate a regular ordinance will be adopted before the end of the fiscal year.

Significant Affordable Housing Implementation Program accomplishments in 2023-24 are listed in Table 13 below.

**Table 13: Affordable Housing Implementation Program, Key Accomplishments and Project Milestones FY 2023-24**

Project	Status
Affordable Housing Implementation Policy Resolution	Completed
Tenant Protection Ordinance	Completed
Implementation of the Rancho Goleta Mobile Home Park Development Agreement	Projected May 2024

The Affordable Housing Implementation Program expected day-to-day staff responsibilities for FY 2024-25 are listed in Table 14 below.

**Table 14: Affordable Housing Implementation Program, Day-to-Day Staff Responsibilities for FY 2024-25**

<b>Administrative</b>
Interdepartmental coordination and support
Budgeting
Contract management
Regional housing communication and coordination
<b>Required Services</b>
Respond to public inquiries regarding housing programs, fair housing, etc.
Provide reviews, comments, and conditions on pending development projects
Calculate project requirements per City inclusionary policy and state density bonus law
Maintain affordable housing interest list
Maintain/update inventory of existing affordable housing units
Manage/report on housing in-lieu funds, non-residential development impact fees, and incentive programs
Support for purchases and sales of existing affordable units
Implement housing-related required programs in the adopted Housing Element
<b>Housing Administration/Preservation</b>
Ensure new affordable units meet City requirements via covenant/deed restriction
Conduct compliance monitoring of affordable rental housing units
Manage consultant for compliance monitoring of affordable ownership housing units
Manage contract for first-time homebuyer downpayment assistance loans
Monitor/renegeotiate existing housing covenants to preserve affordable housing
Oversee income eligibility calculations and public housing lotteries

Support for purchases, sales, and refinances of new/existing affordable housing units
Mobile Home Park Preservation: assist park tenants with rent increases and review annual rental reports
<b>Fair Housing &amp; Tenant Protections</b>
Enforce and provide information on fair housing and tenant rights under federal, State, and local regulations, including anti-discrimination laws
Rental housing mediation of landlord-tenant disputes with City of Santa Barbara contract services

The Affordable Housing Implementation Program projects for FY 2024-25 are listed in Table 15 below.

**Table 15: Affordable Housing Implementation Program, Fiscal Year 2024-25 Projects**

Projects	
1	Density Bonus Procedures and Timelines
2	Local Housing Preference Policy Implementation
3	Tenant Protection Ordinance

The Affordable Housing Implementation Program potential long-range projects are listed in Table 16 below.

**Table 16: Affordable Housing Implementation Program, Long-Range Projects Contingent on Staff Capacity**

4	Prepare a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP)
5	Update to Mobilehome Rent Control Ordinance

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## **ADMINISTRATION DIVISION**

### **Role of the Division**

The PER Administration Division includes three existing positions (Department Director, Management Assistant and Hearing Support Clerk), which carry Department-wide duties and responsibilities. The Division is chiefly tasked with departmental management responsibilities and support functions, including overall Department direction and coordination, agenda management and calendaring, budgeting, and invoicing, personnel matters, departmental representation, and public outreach. As time allows and Departmental needs require, the Department Director, Management Assistant and/or Hearing Support Clerk may also take on special, department-wide projects or assist other Department divisions or the City Manager with special projects and assignments.

### **Projects, Programs & Services**

The table below lists projects, programs and services currently being undertaken or provided by the Administrative Division. It provides an estimate of the staff time per project, program, or service in the current fiscal year.

The Administration Division expected day-to-day staff responsibilities for FY 2024-25 are listed in Table 17 below.

**Table 17: Administration Division, Day-to-Day Staff Responsibilities for FY 2024-25**

Administrative and Required Services	
	Planning Commission Hearing Support Recording Clerk/Minutes/Commission support
	Historic Preservation Commission and Design Review Board Hearing Support Recording Clerk/ Minutes/Commission and Board support
	Zoning Administrator
	Interdepartmental and interdivision coordination
	Department supervision and direction
	Annual Work Program
	Personnel and performance evaluations
	Budgeting and invoicing
	Agenda management and calendaring
	Contract management
	Departmental support functions, file management
	Department representation to Council and other agencies
	Noticing of public hearings
	Other public outreach
	Response to public inquiries
	Developer Accounts support
Special Projects (as assigned)	